

Missouri Assessment Program (MAP) SPRING 2007

MAP Online Enrollment

TO DISTRICT TEST COORDINATORS

November 2006

You will be accessing CTB/McGraw-Hill's suite of online applications known as **Navigator™** to place your order for test materials. The table below lists the content areas and grades included in the Spring 2007 MAP.

	Content Area	Grades Tested
Required	Communication Arts	3-8, and 11
Required	Mathematics	3-8, and 10
Voluntary	Science	3, 7 and 10
Voluntary	Social Studies	4,8 and 11

In addition, you will also use **Navigator™** to order Large Print and Braille edition test books.

In order to use the Enrollment application, you will need to have access to a Web browser: Microsoft Internet Explorer 6.0 or greater, Netscape 7.1 or greater, or Safari 1.2. If your browser is not a supported version, the Enrollment system will direct you to a location where you can get a free updated browser. Please contact your local technology administrator if you need assistance in accessing the browser upgrades.

The username and password for access to the Web site are provided on the enclosed page titled "Accessing Navigator™."

The enrollment window is **November 27 through December 15**. During this three-week window, you have unlimited access to the Web site to complete or modify your enrollment numbers. After December 15, however, the website will be closed, and access will be denied.

The **price per student/per content area** for the Spring 2007 MAP is \$1.80 for Communication Arts Grades 3, 7, and 11, and for Mathematics Grades 4, 8, and 10. Communication Arts Grades 4, 5, 6, and 8, and Mathematics Grades 3, 5, 6, and 7 will be provided to districts at no cost. The voluntary subject areas will be offered at \$8.73 for the Science Assessment; and \$9.26 for the Social Studies Assessment.

You will enter the exact number of test books you will need for each grade/content area for both the required and voluntary assessments. For the required assessments, estimates have been provided in the row labeled "Estimate" above the input box for each grade. These estimates are current enrollment numbers as they were submitted in the **DESE 2006 October Cycle of Core Data**. If you want to use these estimates please follow the instructions on page 7 of the "Online Enrollment District User Guide". Please remember that a test book overage of 7% will be added automatically to your order to accommodate any increase in enrollments (you will not be charged for the 7% overage). If you inflate your enrollments to have extra test books on hand, you will be charged for each test book you order, whether it is returned used or unused. Please be sure to update any district or school address and contact information.

For **Large Print and Braille** edition test books, you will indicate the actual number of students to be tested in each building. Please be sure to order the same quantity of regular edition test books for transcription purposes. There is no extra charge for Large Print and Braille edition test books.

All enrollments must be submitted with a **Purchase Order (PO) number** entered in the PO field. Please enter your PO number for your district in the PO field. If you have more than one PO number, please enter the other PO numbers in the PO field at the school level **and fax your multiple PO's to 1-888-282-0526**. If you submit your online enrollments without a PO number, your order will not be processed. **Because the test books are a custom product and are not reusable, your district will be billed for the quantities specified during the online enrollment process, *whether or not the materials are used*. Similarly, if for some reason your district decides to withdraw from the voluntary administration after submitting enrollment quantities, CTB/McGraw-Hill will bill the district for the quantities specified.**

Only the District Test Coordinator should provide enrollments via the online enrollment process. If you do not know your password, have any questions, or need further assistance with this process, please contact the Missouri Assessment Program Service Line at **1-800-544-9868**.

NOTE: If you need to add or delete a school, you must contact DESE Core Data at 573-751-9060 for prior authorization. Any edits to district information are for test material shipment purposes only and will not change information in the Core Data Collection System.

See attached flyer for important dates to remember regarding the Spring 2007 MAP.

Thank you.

CTB/McGraw-Hill

Enclosures: Accessing Navigator™ (green)
 Dates to Remember Flyer (pink)
 MAP Online Enrollments District User Guide (white)